

# Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol. Section #03  
(2449)  
P. O. Box 618  
Farmington, UT 84025  
479-7354

**Records Officer** Peggy Bowden

13996	Incident case files
25166	Time and attendance reports
13997	Traffic citations

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #03

**SERIES:** 13996

3

**TITLE:** Incident case files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These files record the criminal and accident investigations handled by Utah Highway Patrol officers in Salt Lake County. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included could be State Accident Report Form D.I.-9, Utah Highway Patrol Short Form HPF-12, Driving Under the Influence (DUI) reports, Abandoned Vehicle Tag HPF-27, Incident Reports HPF-26, Witness Statements HPF-13, Inventory Forms HPF-36, Warrant Arrest Reports HPF-75, Seized Asset Report Forms DPS-100, Evidence Logs HPF-100, Laboratory Reports, Impound Reports TC-540, Diagrams, and miscellaneous others. Information includes name, address, age, vehicle registration, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information, and photographs.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #03

**SERIES:** 13996

**TITLE:** Incident case files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d) 2009

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #03

**SERIES:** 25166

3

**TITLE:** Time and attendance reports

**DATES:** ca. 1950-

**ARRANGEMENT:** Chronological by 28 day payroll period

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #03

**SERIES:** 13997

3

**TITLE:** Traffic citations

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the backup copies of the citations issued for traffic law or other criminal law violations. The citation includes citation number, name, address, description, driver license number of person receiving citation, vehicle license number, license number of violator. Also listed are violation, place of violation, date, court in which to appear, officer's name and badge number.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #03

**SERIES:** 13997

**TITLE:** Traffic citations

(continued)

**APPRAISAL:**

Administrative

This disposition is based on RDR 60-82, which says to retain citations for three years.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d) 2009